



Iowa Department of Human Services

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INFORMATIONAL LETTER NO.1427

DATE: October 9, 2014

TO: Iowa Medicaid Home and Community Based Services (HCBS) Habilitation Service Providers, Case Managers (CM), Targeted Case Managers (TCM), Services Workers (SW) and Adult Integrated Health Homes (IHH)

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: HCBS Habilitation Nonfinancial Eligibility Determinations

EFFECTIVE: Immediately

This letter provides additional information to TCMs, IHH and HCBS Habilitation service providers related to the July 1, 2014, transition from Magellan to the IME for the process of determining a Medicaid member's nonfinancial eligibility for the HCBS Habilitation program.

This change occurred when the Centers for Medicare and Medicaid Services (CMS) clarified that the Managed Care Organization could not determine eligibility for members for which they manage services.

After eligibility for the Habilitation program is established for a member, authorization of Habilitation services by Magellan is required. The service authorization process has not changed. The following covers the typical scenarios for members who are either requesting or currently receiving Habilitation services.

Member Status-New	TCM/IHH Role	IME Medical Services Unit (MSU) Reviewer Role	Magellan Role
The Medicaid member is applying for Habilitation services for the first time	Step One: <ul style="list-style-type: none">Submit the Comprehensive Functional Assessment and Social History to the IME MSU for determination.Attach a cover sheet and upload the documents through the Iowa Medicaid Portal Access (IMPA) system or fax the documents to: (515)725-0931,	Step One: Review the information submitted and request additional information, as needed, to make a determination.	Step One: Receive NOD from the IME MSU Reviewer.

	<p>IME Medical Services Unit (MSU) Attention: Habilitation Reviewer.</p> <ul style="list-style-type: none"> • To ensure timely review and Notice of Decision (NOD) receipt, please provide current and accurate contact information: <ul style="list-style-type: none"> ➤ contact name ➤ direct telephone number ➤ email address 		
	<p>Step Two: The NOD is received, via email, from the IME MSU.</p>	<p>Step Two: Based on the information submitted, the IME MSU Reviewer determines if the person meets the non-financial eligibility criteria for Habilitation.</p>	<p>Step Two: Receive contact from provider requesting authorization for Habilitation services based on Person Centered Service Plan/Treatment Plan.</p>
	<p>Step Three: The IHH or TCM may request TCM or IHH services through Magellan.</p>	<p>Step Three: The IME MSU Reviewer emails a NOD to the TCM or IHH and Magellan by the third business day of receipt of the request unless waiting for additional information extends this timeline</p>	<p>Step Three: Review the Habilitation member's service plan or treatment plan and other information, as necessary, and authorize, negotiate or deny the request for service authorization.</p>
	<p>Step Four: Schedule and facilitate the member's Person Centered Planning Meeting with key service providers to develop the comprehensive service plan/treatment plan for the member.</p>		<p>Step Four: Notify the Habilitation service provider of the service request determination.</p>

Member Status-Renewal	TCM/IHH Role	IME MSU Reviewer Role	Magellan Role
The Medicaid member is currently receiving Habilitation and their annual Habilitation non-financial eligibility review is due during the next 30 to 45 days.	<p>Same process as noted above, however, the TCM/IHH should contact Magellan for service authorization following the development of the comprehensive service plan/treatment plan for the member.</p> <p>Note that the Social History is only required during the annual review if there has been a significant change in the past 12 months.</p>	<p>Same process as noted above with the exception of step three.</p> <p>For annual reviews, the IME MSU Reviewer emails a NOD to the TCM or IHH and Magellan by the 5th business day unless waiting for additional information extends this timeline.</p>	<p>Same process as noted above.</p> <p>Note that the Habilitation date of service authorization for Habilitation service providers may differ from the annual non-financial eligibility review date.</p>
Member Status-Terminated	TCM/IHH Role	IME MSU Reviewer Role	Magellan Role
The member's eligibility for Habilitation has lapsed for more than 30 days and wishes to restart services.	Same process as noted above for a member applying for Habilitation for the first time.	Same process as for a member applying for Habilitation for the first time.	Same process as for a member applying for Habilitation for the first time.

Please note the following:

- The steps outlined above may occur sequentially or simultaneously dependent on the situation.
- The nonfinancial eligibility determination will be completed annually. Members whose current authorization with Magellan ends in the current month or the following month will be accepted for review. For members whose Habilitation program non-financial eligibility does not expire in the current or the following month, a review will not be completed unless the member is believed to no longer qualify for services.
- Admission reviews are eligible for Habilitation services only after receiving approval from the IME per the Iowa Administrative Code (IAC) 78.27(2)(e).
- The assessment date that is included with the staff signature will be used for the beginning date of the eligibility for members receiving their annual review. Please use the most current assessment available.

- If you do not have IMPA access, please contact the IME Provider Services Unit at 1-800-338-7909 or locally in Des Moines at 515-256-4609 for direction on how to create an account or you may email IMPAsupport@dhs.state.ia.us.
- Questions relating to the status of a nonfinancial eligibility review for habilitation may be sent to IMEHabilitationLOC@dhs.state.ia.us.

Questions regarding this notification may be addressed to LeAnn Moskowitz, Program Manager, at 515-256-4653 or Imoskow@dhs.state.ia.us or by contacting Steve Johnson, Clinical Director, at 515-273-5010 or STJohnson@magellanhealth.com.